

Child Welfare Training Institute
Training Course Descriptions
Children's Protective Services – Program Specific Transfer Training

The Child Welfare Institute offers the following training modules and programs throughout the 3-week (two weeks of classroom instruction with one week of on the job training) Program Specific Transfer Training. Both the training modules and programs are designed to provide the skills and knowledge necessary for staff transferring from other child welfare programs to identify abuse and/or neglect, emotional maltreatment and conduct investigations. Participants will be able to assess families, develop investigation reports and service plans. It also stresses to participants the importance of using the Child Protection Law and CPS policy when making decisions. This three-week session is designed for participants who have previously completed the 8-week new hire institute.

1. **Orientation:** This training module is designed to provide an overview of the CPS program, and the three-week training session. Participants will become aware of their personal biases and perceptions through in-depth soul searching exercises. Participants will explore the differences and similarities of the public/media perception of CPS versus their perceptions of CPS, and the potential impact of those perceptions on their day to day work activities. An opportunity to develop rules and guidelines to be used throughout the three weeks will be created by the class.
2. **Intake:** This training module is designed to provide the knowledge and skills necessary to complete the intake process. Participants will be able to recognize various types of maltreatment including but not limited to physical, neglect, sexual and environmental. The qualifications for which people are mandated to report suspected allegations of child abuse and/or neglect and the definitions of child abuse and neglect are reviewed according to the Child Protection Law.
3. **SWSS – Taking a referral:** Participants will learn to complete the intake process on SWSS. Participants are also given an opportunity to display skills learned by mimicking the step by step instruction given by the trainer and are provided additional opportunities to practice skills learned individually.
4. **Intro to Computer Systems:** This module is designed to provide an overview of the different computer systems used in the CPS program. Participants are encouraged to learn the process by which their computer paperwork is processed at their local office.
5. **Investigation/Approaching Family:** This training module is designed to provide the skills and knowledge necessary to identify policy in regards to children being left home alone, worker safety, child well-being, the use of support persons, known perpetrators and what to do when a family is avoiding CPS contact. Participants will acknowledge their feelings as well as those of the family during an investigation, and acknowledge the effect their presence may have on a family.

6. **Investigation Part Two:** This training module is designed to provide the skills and knowledge necessary to identify policy in regards to interviewing children at school, criminal history background checks, visual assessment, medical exams, children/families with Native American heritage, cooperation with law enforcement, substance abuse, drug raids, drug exposed infants, and abbreviated investigations.
7. **Forensic Interviewing:** This half-day training module is designed to review the forensic interviewing protocol. Participants will assess the protocol while taking into consideration the differing levels of children's developmental and linguistic capabilities on the interview process.
8. **Mock Investigation:** This training module is designed to put into practice everything participants have learned about the investigation process. Participants will be given a referral regarding the Generick family to process from Intake through Investigation. Participants will continue to use the Generick case to apply learning throughout the three weeks.
9. **Safety Assessment:** This training module is designed to demonstrate how to complete a safety assessment according to policy. Participants will be able to complete a safety assessment on SWSS.
10. **Case Decision Making:** This training module is designed to help participants identify the elements needed to establish a preponderance of evidence and when it is mandatory to file a petition. Participants will also be given opportunities to identify reasons for or against a preponderance of evidence using various case scenarios.
11. **154 Report Writing:** This training module is designed to provide the knowledge and skills necessary to write a narrative describing the relevant facts and evidence of an investigation. Participants are also expected to complete the DHS-154 according to policy.
12. **SWSS- Case Disposition:** This training module is designed to give participants the knowledge and skills necessary to disposition a case on SWSS. The importance of not falsifying records is stressed throughout the module. Participants are also given an opportunity to display skills learned by mimicking the step by step instruction given by the trainer and completing a case denial and a case opening on SWSS.
13. **Risk and Needs Assessment:** This training module is designed to determine both the safety and risk factors of child abuse and/or neglect, and the current needs and strengths of the family. Participants will be given step by step instructions to complete the various tasks necessary to complete the risk and needs assessment on SWSS. It is trained according to policy and participants are provided opportunities to practice skills learned individually.
14. **Five Categories:** This training module is designed to provide the knowledge and skills necessary to identify the five categories of an investigation. The requirements per policy are explained in depth for each category. Participants are then given opportunities to classify case studies into the corresponding category. Other opportunities to review the five categories are given throughout the three-week class.

15. **151 Service Agreement:** This training module is designed to provide knowledge of elements required in a service agreement while reviewing solution focused interviewing principles in developing the service agreement. Participants will also be able to identify types of services available to address specific needs of families.
16. **Report Generation/Perpetrator Notification:** This training module is designed to give participants the knowledge and skills necessary to process the paperwork needed to dispose of a case. The importance of notifying a perpetrator about their placement on Central Registry is also emphasized.
17. **Ongoing:** This training module provides participants with the knowledge and skills necessary to identify ongoing case management responsibilities. The tasks needed to be completed during ongoing case services by both CPS workers and clients will be emphasized. Participants will understand the procedures involved in reassessing a family prior to case closing which includes numerous reassessments and the completion of a DHS 152. Participants are required to complete the necessary paperwork to completely close a case both on paper and SWSS.
18. **Family Court, Kinship and Removal:** This training module is designed to provide the skills and knowledge necessary to make decisions in regards to removing children from their home and the requirements for placing children in foster care. Discussions will be held regarding who grants the authority to remove children from their home and what requirements must be met to file a mandated petition. Participants will be encouraged to explore ways to prevent removal and find alternatives to placement. If placement is required, the kinship care placement requirements will be emphasized per policy.
19. **Transfer to Foster Care – SWSS:** This training module is designed to give participants the knowledge and skills necessary to transfer case management responsibilities to Foster Care. Participants are given instruction regarding what information must be included in a five-day packet per policy. A step by step instruction of what must occur on SWSS is given to participants as they mimic the presented information.
20. **On the Job Training:** This experience provides participants with an opportunity to become familiar with the practices of their local offices. All local offices have a unique way of doing business, and they have different resources available in their community. For that reason, it is imperative that participants learn the procedures of their county. Participants are provided with a list of recommended tasks to complete while in their local offices. Participants are encouraged to practice the skills learned in the classroom.

